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Safety

**SAFETY STANDARDS FOR THE EAFB
MISHAP PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 91-2, *Safety Programs*, and prescribes policies and procedures for mishap prevention program requirements and contains specific safety program management information and applies to all personnel assigned, attached, or associate to the 3rd Wing (3 WG) and all other individuals, whether military or civilian, while upon any 3 WG installation or property. This instruction establishes installation safety directives needed to enforce the Department of Defense position on safety. This publication does not apply to the US Air Force Reserves or Air National Guard units and members. Official records created or received as a result of this instruction will be maintained under the disposition authority/schedule of AFMAN 37-139, *Records Disposition Schedule*, Table 091-05

SUMMARY OF REVISIONS

This document was substantially revised and must be completely reviewed.

1. Unit Safety Program Management. Unit commanders will appoint, in writing, primary and alternate unit safety representatives (USR) in the grade of SSgt (or civilian equivalent) or higher to manage their safety program. The USR will serve as the primary point of contact for the 3rd Wing Safety Office on all matters related to safety, fire prevention, and health in the unit. USRs should be knowledgeable in the mission and activities of the unit, and have a minimum of 1 year retainability at the time of selection. Primary and alternate USRs will receive training from the Wing Safety Office within 30 days of appointment. The appointment of safety personnel below squadron level (for example, branch, section) is optional; however, it's recommended.

2. Mishap Reporting Procedures. Unit commanders and USRs are responsible for developing and publicizing mishap notification procedures within their unit. The procedures must ensure prompt notification.

2.1. On-duty mishaps are reported by the USR to the Wing Safety Office **IMMEDIATELY** (24 hours a day), depending on the need to first notify rescue, medical, or law enforcement agencies. On-duty mishaps include military and civilian injuries, Air Force motor vehicle accidents (regardless of whether or not the mishap involved injury) and damage to Air Force property.

2.1.1. Off-duty mishaps (military injuries only) are reported by the USR by telephone to the Wing Safety Office by the close of the first duty day following the mishap.

2.1.2. After normal duty hours, the safety office on call person can be reached through the 3rd Wing Command Post.

2.1.3. All mishaps receive a preliminary “in house” investigation. Immediate notification of the mishap is critical. Accident sites contain valuable information necessary for accurate investigation and the formation of corrective actions. The first line supervisor of the individual involved in the mishap will conduct the investigation and document it on PACAF Form 161, *Ground Mishap Report Worksheet*. For Air Force Motor Vehicle mishaps, the unit Vehicle Control Officer/Non-commissioned Officer, with the assistance of the unit USR, will conduct the investigation. The extent of the investigation and reporting criteria will be determined by Wing Safety. The investigator will forward the completed original PACAF Form 161 through the unit USR to 3rd Wing Safety within 3 duty days of occurrence.

2.2. The 3rd Medical Group (MDG) will provide Admission and Disposition Reports, Report of Injury/Illness and Treatment, and copies of AF Form 1488, *Patient Injury and Treatment Log*, to the Wing Safety Office.

2.3. The 3rd Logistics Group (LG) will coordinate all outgoing Material Deficiency Reports involving maintenance and aerospace ground equipment through the Wing Safety Office, prior to dispatch.

2.4. The 3rd Wing Staff Judge Advocate (JA) will notify the Wing Safety Office of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

2.5. The 3rd Security Forces Squadron (SFS) will provide copies of AF Form 1315, *Accident Report*, when requested, and make the daily blotter available for review by the Wing Safety staff.

2.6. The 3rd Civil Engineer Squadron (CES) will provide cost assessments for damage to government property as a result of natural phenomena to the Wing Safety Office.

2.7. The Base Fire Department (CEF) will provide copies of DODFIRS, *Fire Incident Report*, to the Wing Safety Office.

2.8. The 3rd Wing Command Post will notify Wing Safety for the following:

2.8.1. Activation of the Disaster Control Group (DCG).

2.8.2. On-duty accident/mishap involving injury to USAF personnel (civilian or military).

2.8.3. Off-duty accident/mishap involving injury to US Armed Forces personnel.

2.8.4. USAF property damage to facility, aircraft, vehicle, or equipment.

2.8.5. Accident/mishap involving explosives handling or storing.

2.9. The 3rd Transportation Squadron (TRANS) will provide the Wing Safety Office a copy of the AF Form 1823-1, *Vehicle and Equipment Work Order*, on all reported damage to Air Force motor vehicles.

3. Unit Safety Representative Responsibilities. The unit USR is responsible for managing the squadron commander's safety program and accomplishing the following duties:

3.1. Serve as the unit's primary point of contact for matters pertaining to safety, fire prevention, and health.

3.2. Report all mishaps to the Wing Safety Office by telephone, pending completion of PACAF Form 161.

3.3. Conduct and document spot inspections of unit workplaces and operations. These are unscheduled inspections and are conducted periodically by the USR, unit supervisors and the 3rd Wing staff. They are generally informal, without notice, and are limited to a single activity, subject, objective, or interest. Hazards identified during spot inspections (that cannot be eliminated quickly) should be documented and forwarded to Wing Safety. We will validate hazards, assign risk assessment codes (RAC), record the hazards in our database, and return documentation to your representative for corrective actions and follow-up. The USR is responsible for ensuring at least one spot inspection per month is completed, ensuring each organizational section is inspected at least once per quarter. (For some squadron USRs this may mean substantially more than one spot inspection per month.) Documentation will include:

3.3.1. The area/operation inspected.

3.3.2. Date of the inspection.

3.3.3. Discrepancies identified.

3.3.4. Corrective action taken or planned.

3.3.5. Date corrective action was completed.

3.4. Accompany the Wing Safety staff during the annual safety assessment/inspection of his/her organization.

3.5. Monitor the hazard-reporting program. Identified hazards should be corrected at the lowest possible level within the squadron. Supervisors and USRs will forward all hazards identified on AF Form 457, *USAF Hazard Report*, to the Wing Safety Office for investigation. The USR and supervisors will ensure unit personnel are aware of their right to formally report hazards directly to the Wing Safety Office. The USR or supervisor will make blank AF Forms 457 available to all personnel, and brief the objectives of the USAF Hazard Report program at least annually.

3.6. Squadrons will develop a process to ensure safety topics are discussed and documented throughout the organization at least monthly.

3.7. Maintain safety bulletin boards. The USR will post a safety bulletin board in each unit facility or major work center in a conspicuous location. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post the materials in a segregated section of other unit bulletin boards. The area will be neat and orderly and contain only safety-related items. As a minimum, the USR will post the following items.

3.7.1. AFVA 91-307, *Air Force Occupational Safety and Health Program*.

3.7.2. Unit mishap notification procedures.

3.7.3. Form CA-10, *What a Federal Employee Should Do When Injured at Work*.

- 3.7.4. Instructions for completing AF Form 457.
- 3.7.5. AF Form 651, *Hazardous Air Traffic Reports (HATRs)*. Ensure HATRs are posted at flying squadrons, air traffic control (ATC) Center, and Base Operations.
- 3.7.6. Current mishap prevention information (posters, flyers, safety grams, and so forth).
- 3.7.7. Annual and baseline bioenvironmental engineering (BEE) industrial hygiene surveys and reports. Post for 10 days after receipt on affected shop/section safety bulletin boards to allow all workers free access to the findings.
- 3.8. Attend the Quarterly USR Safety meeting. This meeting is the primary forum for providing USRs information on changes in safety policies and standards, discussing mishap prevention processes, and providing additional training. Attendance by 3rd Wing USRs is mandatory and will be analyzed by Wing Safety during program assessments.
- 3.9. As a minimum, the USR will maintain the following safety publications. Publications may be accessible via web; however, everyone must have access and be available upon request.
 - 3.9.1. AF Index 17, *Index of Occupational Safety and Health Standards*.
 - 3.9.2. AFI 91-202, *US Air Force Mishap Prevention Program*.
 - 3.9.3. AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.
 - 3.9.4. AFI 91-207, *US Air Force Traffic Safety Program*.
 - 3.9.5. AFI 91-301, *Air Force Occupational and Environmental*.
 - 3.9.6. AFMAN 91-201, *Explosives Safety Standards* (if applicable).
 - 3.9.7. All AFOSH standards applicable to unit workplaces and operations.
- 3.10. Monitor Job Safety, Fire Prevention and Occupational Health Training. The USR will ensure supervisors conduct and document training as prescribed in AFI 91-301, paragraph 7.3.
- 3.11. Maintain a Safety Continuity Book. The continuity book will contain the following tabs:
 - 3.11.1. Tab A** - Introduction and Index.
 - 3.11.2. Tab B** - Unit AFOSH representative appointment letter and record of training.
 - 3.11.3. Tab C** - Instructions and AFOSH guidance.
 - 3.11.4. Tab D** - Unit Ground Mishap Prevention Program.
 - 3.11.5. Tab E** - Annual Safety Assessment, Facilities/Operations Inspections, Other Inspections.
 - 3.11.6. Tab F** - Spot Inspection Program.
 - 3.11.7. Tab G** - Ground Mishap Report Correspondence.
 - 3.11.8. Tab H** - Ground Mishap Analysis.
 - 3.11.9. Tab I** - USAF Hazard Reports (AF Form 457).
 - 3.11.10. Tab J** - Unit Hazard Abatement Plan (AF Form 3).
 - 3.11.11. Tab K** - Unit Safety Representative Meeting.
 - 3.11.12. Tab L** - Dissemination of Safety Information.

3.11.13. Tab M - ALSAFECOM, CROSSTELL, and HAP Messages.

3.11.14. Tab N - Safety Bulletin Boards.

3.11.15. Tab O - Motorcycle Safety Information.

3.11.16. Tab P - Other Pertinent Information.

3.11.17. Tab Q - Confined Space Entry Program.

3.11.18. Tab R - Safety Awards Program.

4. Safety Meetings. The Combined Safety Council (CSC) serves as a forum for discussion of occupational Safety and Health (OSHA) problems, to advise the installation commander on OSHA-related matters, and make recommendations to the commander on resolution of OSHA problems. The council is conducted quarterly and chaired by the wing commander or designated representative.

4.1. Mandatory members include group commanders, unit commanders, civilian employee representatives and representatives from civil engineering, resource management, the civilian personnel office, wing safety, fire prevention, environmental health, and BEE. Representatives of recognized employee organizations are invited to take part.

4.2. Quarterly USR safety meetings serves as a forum for discussion of Air Force, command, and wing level safety management policy and procedures. This meeting is conducted quarterly and chaired by a representative of the Wing Safety staff.

5. Motorcycle Safety Training. The Wing Safety Office teaches an experienced rider course (ERC) beginning in the late spring through the summer of each year. Training candidates will contact the Wing Safety Office to schedule training. Proof of prior training is possession of a valid motorcycle safety foundation (MSF) course completion card.

6. Snowmobile Training. Snowmobile training is conducted by base wildlife. This training is required prior to riding snowmobiles on base trails.

7. All Terrain Vehicles (ATV) Training. ATV training is coordinated and scheduled through the Wing Safety Office.

8. Unit Commander Orientation. The Chief of Safety, or designated representative, will provide the incoming commander an overview on the status of their squadron safety program to incoming unit commanders.

9. Inspections/Assessments. Associate units will receive an annual facilities/operations inspection only. To ensure effective unit safety program management, the Wing Safety staff evaluates the following program areas:

9.1. Commander support and involvement in mishap prevention.

9.2. Quality and depth of internal safety inspections.

9.3. Adequacy and timeliness of mishap reporting.

9.4. Hazard reporting program.

- 9.5. Mishap prevention information provided to unit personnel.
- 9.6. Safety bulletin boards.
- 9.7. Safety meetings and briefings.
- 9.8. Attendance at safety meetings.
- 9.9. Quality and effectiveness of job safety training.
- 9.10. Effectiveness of GOV Operations and Training Program.
- 9.11. Publications maintenance.
- 9.12. Mishap experience.
- 9.13. Participation in safety education courses.
- 9.14. Complaints and grievances involving safety problems.
- 9.15. Special interest items (HAZCOM, LOCKOUT/TAGOUT, CONFINED SPACE).

10. Self-Help Projects. Self-help projects are operational in nature and frequently require employees to perform duties that are not inherent to their normal job assignment. These projects may expose workers to hazards requiring specialized training prior to start of the self-help work. The officer in charge/non-commissioned officer in charge of self-help projects will ensure personnel are properly trained to accomplish the project safely.

11. Light Reflective Products. Personnel exposed to vehicle or aircraft traffic during hours of darkness or periods of reduced visibility will be provided and use reflective accessories or will use organizational clothing sewn-on reflective tape (red or orange reflective colors provide better contrast in a snow or white environment). Security police operations, at the option of the Security Policy Commander, are exempt from this requirement when wearing the accessories would hinder the individual safety. The unit safety representative will maintain a letter, with coordination from 3 WG/SEG, designating those tasks.

12. Bicycle, Skateboards, Ice Skates, Roller-Skate and Roller-Blade Restrictions:

12.1. Equipment Considerations/Required Safety Equipment. All personnel who use bicycles, skateboards, scooters, roller skates/blades or ice skates on the installation **MUST** wear an ANSI/SNELL approved bicycle helmet. Exceptions are those persons operating three wheeled bicycles and/or workers operating in an industrial/flight line area designated as a no-hat area, due to potential foreign object damage.

12.1.1. Bicycles ridden during the hours of darkness will be equipped with a lamp on the front, which will emit a white light visible from a distance of at least 200 feet and an approved red rear reflector or light visible at 150 feet.

12.1.2. Every bicycle will be equipped with an approved brake, which will enable the operator to stop on dry, level, or clean pavement.

12.2. Restrictions. Bicycles will use bicycle lanes, if provided. Bicycles operated on roadways will be in single file, as far to the right as possible, and use extreme caution when crossing heavily traveled intersections/roadways. Ramps or jumps for skateboards, bicycles or coaster-wheel conveyances will not be used on installation roadways.

12.3. Registration of Bicycles. All personnel are encouraged to mark their bicycles (property of value) with their names and SSAN. Owners should record the make, model, and serial number and keep the information in a safe place.

12.4. Play Vehicles. Play vehicles, wagons, cars, carts, tricycles, scooters, skateboards, roller skates, roller blades, and all other self-propelled toys **MAY NOT** be operated on any Elmendorf AFB roadway.

3WGI 31-203, *Base Traffic Code*, should be referred to for further guidance.

13. Flight Safety Officer of the Day (FSOD). In support of the 3 WG FSOD program, each flying squadron will:

13.1. Provide a wing trained flying safety representative one day a week to carry out FSOD duties.

13.2. The squadron representative may be the Squadron Flight Officer (SFSO), Additional Duty Flight Safety Officer (ADFSO), Flight Safety NCO (FSNCO)/Flight Safety Representative (FSR), or any AMIC/FSO/FSNCO trained Flight Safety Officer/NCO designated by the SFSO. The SFSO will submit a list of squadron individuals who meet these requirements to 3 WG/SEF.

13.3. Each representative designated by the SFSO to perform FSOD duties will have documented FSOD training done by 3 WG/SEF prior to any FSOD duties.

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Commander